



Innis College Writing Centre Instructor (2017-2018 Session)

Posting Date: May 4th, 2017

Closing Date: May 25th, 2017 @ 5pm

Description: The Innis College Writing Centre invites applications for up to five Writing Instructor positions. These positions will commence September 2017 and continue through to April 2018. Each weekday, the Writing Centre offers 50-minute sessions to students. Instructors' teaching is scheduled at the start of each term, and occurs typically in shifts of four hours. All positions are subject to budgetary approval.

Estimated enrolment: N/A

Estimated Number of Positions: 5

Size of Appointment: 120-300 hours

Date of appointment: September 1, 2017 to April 30, 2018

Rate of Pay: \$44.38/hour (plus 4% vacation) for Writing Instructor Level I; \$47.72/hour (plus 4% vacation) for Writing Instructor Level II.

Please note that should rates stipulated in the Collective Agreement vary from rates stated in this posting, the rates stated in the Collective Agreement shall prevail.

Qualifications:

Required: Masters degree from a recognized post-secondary institution. Experience teaching writing one-on-one and in groups. The ability to teach university-level essay and report writing as appropriate in various disciplines. The ability to create writing handouts for undergraduates.

Preferred: Experience teaching credit writing (various genres), rhetoric, communication, literature, or related courses. Training and experience in English language learning at the university level, in editing, or in studying or teaching science.

Duties: The chief duty of the Writing Centre Instructor will be to teach university writing to undergraduate students in one-on-one sessions. In each session, the instructor should be able to teach organization, critical thinking, reasoning, argument, style, and language. Instructors may also be asked to prepare instructional materials such as writing handouts, to work on web site projects, and to deliver group instruction in college program courses.

How to submit an application: Those interested should email a curriculum vitae (by Word attachment) and the CUPE 3902 Unit 3 application form (found here: <http://cupe3902.org/wp-content/uploads/2011/05/CUPE-3902-Unit-3-Application-Form-June-2012.pdf>) to:

Mr. Varun Malik, Business Services Coordinator
Innis College, 2 Sussex Ave., Toronto, ON, M5S 1J5 (HR.innis@utoronto.ca)

Please note: Undergraduate or graduate students and postdoctoral fellows of the University of Toronto are covered by the CUPE 3902 Unit 1 collective agreement rather than the Unit 3 collective agreement, and should not apply for positions posted under the Unit 3 collective agreement.

Preference in hiring will be given to qualified individuals advanced to the rank of Writing Centre Instructor II in accordance with Article 14:12.

This job is posted in accordance with the CUPE 3902 Unit 3 Collective Agreement.